

DRAFT

Utah Administrative Code Rule R277-705. Secondary School Completion and Diplomas.

Revision to R277-705-8. Security and Accountability

D. Appeals for failure to pass the UBSCT due to extraordinary circumstances:

1. The scoring methods of all subtests of the UBSCT are highly reliable and accurate as defined by the American Educational Research Association (AERA), American Psychological Association (APA), and the National Council on Measurement in Education (NCME) (1999) *Standards for educational and psychological testing*.
2. An appeal may be initiated if an LEA administrator, a teacher or a parent has good reason to believe and has documentation that a testing impropriety or scoring irregularity has occurred. The appeals process must be initiated within ten working days of receipt of the UBSCT results.
3. The appeal is first brought to the LEA Assessment Director who conducts an investigation to determine if a further appeal is warranted.
4. If the LEA Assessment Director has evidence warranting a further appeal, this appeal will be made to the USOE Assessment Director.
5. The USOE Assessment Director decides, based upon the evidence provided by the LEA Assessment Director, whether or not further investigation is warranted.
6. If the USOE Assessment Director decides that further investigation is necessary, the investigation is conducted by the USOE Assessment Director and the Contractor for the assessment.
7. If, as a part of the investigation, the USOE Assessment Director determines that a testing impropriety or scoring irregularity may have occurred in the Writing subtest and if a re-scoring of the student's essay is warranted, the following steps will take place:
 - a. The student(s) whose scores are in question must be in their senior year of high school.
 - b. The Contractor's Senior Scorer will re-score the essay.
 - c. This new score will be the new score of record. The essay score will then be calibrated with the multiple choice portion of the Writing subtest to determine the student(s)' score.
 - d. The USOE Assessment Director reports the new score to the LEA Assessment Director.
 - e. The LEA Assessment Director informs the educator or parent of the student(s)' proficiency.
 - f. Essays or copies of essays are not released under any circumstances.

Comment [m1]: Nolan had commented that these points may refer not just to writing, but to the other subtests. I have written another point, number 8, and included these under it. If we decide this is the format we should use, then the current point "f" will become subpoint "d."

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8. If, as a part of the investigation, the USOE Assessment Director determines that a testing impropriety or scoring irregularity may have occurred in a subtest which results in a re-scoring, the following steps will take place:
 - a. The USOE Assessment Director reports the new score to the LEA Assessment Director.
 - b. The LEA Assessment Director informs the educator or parent of the student(s)' proficiency.

5 Pre-Print File Layout

Name	Type	Length	Start	End	Notes
District Number	Numeric	2	1	2	
School Number	Numeric	3	3	5	
Student Identifier	Numeric	10	6	15	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks
Course Identifier	Numeric	9	16	24	<p>Paper & Pencil Pre-Print Not required. For (optional) use by LEA in sorting the rows prior to creating the file.</p> <p>CBT Pre-Print Required. Should contain the teacher/course number. This number will be used to group students on class-level reports. If an LEA does both Paper and Pencil testing and Computer-based testing, it is recommended that the values submitted in the CBT pre-print file be the same types of values bubbled on the P&P header sheets. This will ensure that class-level profiles group all students within a class together regardless of the form of testing used.</p>
Course Sequence Identifier	Numeric	2	25	26	<p>Paper & Pencil Pre-Print Valid values are 99 or blank. If a 99 is found on any row in the file, the 99 option is used.</p> <p>99: Answer documents will be printed in the order used in the file.</p> <p>Blank: Answer documents will be printed in the following order: School Number, Student Last Name, and Student First Name.</p> <p>CBT Pre-Print Required. Should contain the section number (01-99). Include a leading zero for grades K-9 (e.g. 00, 01, etc.)</p>
Grade Level	Numeric	2	27	28	
Student Last Name	Alpha	14	29	42	
Student First Name	Alpha	9	43	51	
Student Middle Initial	Alpha	1	52	52	
Student Gender	Alpha	1	53	53	Only M or F
Student Ethnicity	Alpha	1	54	54	Only A, B, C, H, I, P, U
Student Birth Date	Numeric	6	55	60	Format: YYMMDD
Migrant Student Indicator	Alpha	1	61	61	Y or blank
Special Ed. Indicator	Alpha	1	62	62	Y or blank
Low Income	Alpha	1	63	63	F, R, Y or blank

(Continued on next page)

LEP code	Alpha	1	64	64	<p>Prior to April 1, 2008 USOE won't validate or store LEP codes submitted by LEA's while LEA SIS systems are modified to handle the new LEP codes and rules. If a file containing an invalid code is validated using the Pre-Print Validation application, only a warning (not an error) will be generated. Files containing invalid LEP codes will be accepted by the Assessment (Pre-Print) website.</p> <p>Starting April 1, 2008 LEP codes will be validated and stored by USOE. If a file containing an invalid code is validated using the Pre-Print Validation application, an error will be generated. A file containing an invalid code will not be accepted by the Assessment (Pre-Print) website. The following LEP codes will be accepted:</p> <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>F</td><td>The student is fluent</td></tr><tr><td>A</td><td>The student is advanced</td></tr><tr><td>Y</td><td>The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment</td></tr><tr><td>N</td><td>The student was tested using UALPA but was never an ELL student</td></tr><tr><td>O</td><td>The student opted not to be an ELL student</td></tr><tr><td>Space</td><td>The student is not nor ever was an ELL student</td></tr></table>	Code	Meaning	F	The student is fluent	A	The student is advanced	Y	The student is pre-emergent (P), emergent (E), or intermediate (I) based on the latest UALPA assessment	N	The student was tested using UALPA but was never an ELL student	O	The student opted not to be an ELL student	Space	The student is not nor ever was an ELL student
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Space	The student is not nor ever was an ELL student																		
Title 1 code	Alpha	1	65	65	R, M, B or blank														
Statewide Identifier	Numeric	10	66	75	MUST be numeric and unique. If less than 10 digits, left justify with trailing blanks														



Assessment LEA User Agreement Instruction Sheet

STEPS:

1. Print out appropriate Assessment User Agreement Form.
2. Read ASSESSMENT System Usage Guidelines by USOE Legal Department (next page)
3. Fill out the ASSESSMENT New User Request Form
4. Sign ASSESSMENT New User Request Form
(If you are an ASSESSMENT LEA user, obtain the ASSESSMENT LEA Administrator signature as well.)
5. FAX form(s) to:
Attention: Sharon Marsh
FAX: (801) 538-7938
Phone: (801) 538-7915
6. Send e-mail to Sharon Marsh (sharon.marsh@schools.utah.gov) to make sure that the FAX was received at USOE.
7. Sharon will review the form(s) and contact the requestor by phone to give them their user ID and password.
8. The requestor should log into the ASSESSMENT system and change their password.
(<https://cs.schools.utah.gov/assessment>)
9. Problems should be directed to Assessmenthelp@schools.utah.gov or 801-538-7915.

<https://cs.schools.utah.gov/assessment>



ASSESSMENT System Usage Guidelines

Dear District or Charter School Administrator:

Thank you for your interest in the USOE ASSESSMENT website. Before requesting access to the site, please be aware, access is governed by the Federal Family Education Rights and Privacy Act.

Per FERPA, your access to student records maintained on this site is limited to “officials” within your district or charter school who have a “legitimate educational purpose.” This means

Volunteers may NOT have access to the ASSESSMENT website.

Access must be limited to those who need the information for legitimate educational purposes. Personal use of the information is prohibited.

Information that is downloaded, printed or saved must be destroyed when it is no longer needed.

Information about students in other districts or charter schools should not be downloaded, printed or saved for any reason.

Your password may not be shared with anyone else.

Violation of FERPA may result in the loss of federal funding. On the state level, violation will result in the termination of the violator’s access to the ASSESSMENT website.

Please help us maintain the integrity and usability of the website by limiting access to the fewest possible number of individuals.

Sincerely,

Patrick Ogden
Associate Superintendent, Data and Business Services

Carol Lear
Coordinator, Government and Legislative Relations (School Law and Legislation)



LEA User

ASSESSMENT Website Access Request Form

Please provide the following information: (All applicable fields are required - please print clearly)

I, _____ request USOE ASSESSMENT website access
while employed by the _____ Local Education Agency (LEA).
(LEA name)

I understand and agree to the following:

- The password that I am issued will not be shared with anyone.
- I agree to use the ASSESSMENT data and ASSESSMENT website only for its intended purposes.
- I will, at all times, ensure the security of data found on the ASSESSMENT web site.

Signature _____ Date / /
(MM/DD/YYYY)

LEA Admin name _____ (print clearly)

LEA Administrator _____ Date / /
(signature) (MM/DD/YYYY)

LEA Admin Phone (_____) _____ - _____ ext. _____

LEA Number _____ Local Education Agency Number (District#/Charter#)

LEA School Nbr _____ LEA School Name _____

First Name _____

Last Name _____

Title _____

Primary E-mail _____ @ _____

Secondary (optional) _____ @ _____

Phone (_____) _____ - _____ ext. _____

USOE Use Only

USOE Approval _____ Date / /
(signature) (MM/DD/YYYY)

Title _____

Name _____
(first name) (last name)

Phone (_____) _____ - _____ ext. _____



LEA User

Move-It Testing Report Access Request Form

Please provide the following information: (All applicable fields are required - please print clearly)

I, _____ request USOE Move-It Testing Report website
access while employed by the _____ Local Education Agency
(LEA).

(LEA name)

I understand and agree to the following:

- The password that I am issued will not be shared with anyone.
- I agree to use the Move-It testing report access folder for data and Move-It website only for its intended purposes.
- I will, at all times, ensure the security of data found on the Move-It web site.
- <https://secure.schools.utah.gov>
-

Signature _____ Date / /
(MM/DD/YYYY)

LEA Admin name _____ (print clearly)

LEA Administrator _____ Date / /
(signature) (MM/DD/YYYY)

LEA Admin Phone (_____) _____ - _____ ext. _____

LEA Number _____ Local Education Agency Number (District#/Charter#)

LEA School Nbr _____ LEA School Name _____

First Name _____

Last Name _____

Title _____

Primary E-mail _____ @ _____

Secondary (optional) _____ @ _____

Phone (_____) _____ - _____ ext. _____

USOE Approval _____ Date / /
(signature) (MM/DD/YYYY)

Title _____

Name _____ , _____
(first name) (last name)

Phone (_____) _____ - _____ ext. _____

PLEASE REFER TO THE FOLLOWING LIST OF DATA TECHNICIANS ASSIGNED TO YOUR DISTRICT:

SHARON MARSH (801) 538-7915

sharon.marsh@schools.utah.gov

03 BOX ELDER
12 GRANITE
21 NORTH SUMMIT
22 PARK CITY
27 SOUTH SANPETE
37 OGDEN
41 SCHOOL FOR DEAF & BLIND
68 OGDEN PREP
83 AMES
87 CITY ACADEMY
88 SUCCESS SCHOOL
98 FAST FORWARD
A3 DAVINCI
A8 EAST HOLLYWOOD
3B BEEHIVE
4B WASATCH PEAK
5B NORTH STAR
7B REAGAN
9B NAVIGATOR POINTE
1C ODYSSEY
3C ENTHEOS ACADEMY
7C MONTICELLO ACADEMY
8D OPEN CLASSROOM
1E GUADALUPE SCHOOL

BECKY ANDREWS (801) 538-7903

becky.andrews@schools.utah.gov

01 ALPINE
02 BEAVER
08 DUCHESNE
14 JORDAN
17 MILLARD
19 NEBO
31 UINTAH
36 SALT LAKE
84 CBA
89 SOLDIER HOLLOW
92 UINTAH RIVER
93 JOHN HANCOCK
95 TIMPANOGOS ACADEMY
97 SALT LAKE ARTS
A2 RANCHES ACADEMY
A4 SUMMIT ACADEMY
A5 ITINERIS
1B UCAS
2B LINCOLN ACADEMY
6B THOMAS EDISON SOUTH
8B AMERICAN LEADERSHIP
4C LAKEVIEW ACADEMY
6C LIBERTY ACADEMY
8C MOUNTAINVILLE ACADEMY
9C PARADIGM HIGH SCHOOL
1D RENAISSANCE ACADEMY
2D CHANNING HALL
6D NOAH WEBSTER ACADEMY
7D SALT LAKE PERFORMING ARTS (SPA)

CINDY MARSHALL (801) 538-7918

cindy.marshall@schools.utah.gov

04 CACHE
09 EMERY
20 NORTH SANPETE
23 PIUTE
26 SEVIER
29 TINTIC
30 TOOEELE
33 WASHINGTON
39 LOGAN
90 TUACAHN
2C INTECH COLLEGIATE HIGH
5D GEORGE WASHINGTON ACADEMY
2E KARL G. MAESER ACADEMY

DAWN WEST (801) 538-7914

dawn.west@schools.utah.gov

05 CARBON
06 DAGGETT
07 DAVIS
10 GARFIELD
11 GRAND
13 IRON
15 JUAB
16 KANE
18 MORGAN
24 RICH
25 SAN JUAN
28 SOUTH SUMMIT
32 WASATCH
34 WAYNE
35 WEBER
38 PROVO
40 MURRAY
74 AMERICAN PREP
81 WALDEN
82 FREEDOM
86 PINNACLE CANYON
94 THOMAS EDISON NORTH
A1 NUAMES
A6 NORTH DAVIS PREP
A7 MOAB COMM
A9 SUCCESS ACADEMY
5C LEGACY PREP
3D SPECTRUM ACADEMY
4D SYRACUSE ARTS ACADEMY

SHANE JOHNSON (801) 538-7690

shane.johnson@schools.utah.gov

9D	CANYON RIM ACADEMY
3E	C.S. LEWIS ACADEMY
4E	DUAL IMMERSION ACADEMY
5E	EDITH BOWEN LABORATORY
6E	EMERSON ALCOTT ACADEMY
7E	GATEWAY PREPARATORY ACADEMY
8E	MERIT COLLEGE PREPARATORY ACADEMY
9E	PROVIDENCE HALL
1F	QUEST ACADEMY
2F	ROCKWELL CHARTER HIGH SCHOOL
3F	VENTURE ACADEMY
4F	SALT LAKE CENTER FOR SCIENCE EDUCATION
5F	UTAH VIRTUAL ACADEMY